EPSON®

PERSONAL DOCUMENT STATION

Grayscale Scanner

Getting Started

COMPLETE
Macintosh
SOLUTION

A Note Concerning Responsible Use of Copyrighted Materials

Like photocopiers, scanners can be misused by improper copying of copyrighted material. Although Section 107 of the U.S. Copyright Act of 1976 (Title 17, United States Code), the "fair use" doctrine, permits limited copying in certain circumstances, those circumstances may not be as broad as some people assume. Unless you have the advice of a knowledgeable attorney, be responsible and respectful by not scanning published material without the permission of the copyright holder.

Copyright Notice

Introduction

This package contains everything you need for professional quality document scanning and processing:

❑ EPSON® Personal Document Station (ES-300GS) scanner, which scans in 8-bit monochrome grayscale at up to 400 dpi and includes a built-in document feeder and an attachable business card guide

❑ SCSI system cable

❑ e•Paper™ Document Management & Archival Suite for the Apple® Macintosh,® an integrated software package providing file creation and management, optical character recognition (OCR), and document mark-up capabilities. This software also links to your existing fax and e-mail applications.

To fax or e-mail your scanned images, you must have one of the following application programs and access to a fax/modem.

Fax applications	**E-mail applications**
STF Technologies FaxSTF™	MS® Mail
Delrina® Fax PRO™ or Fax LITE	CE Software QuickMail™
	Lotus® cc:Mail™

Note:
Other programs may be supported; see the release notes that come with your e•Paper software user's guide.

This booklet tells you how to set up your scanner, install the software, and scan a document. For additional instructions, see the manual for the ES-300GS scanner, Balloon Help, and the manual and on-line help utilities for the e•Paper Document Management & Archival Suite.

System and Memory Requirements

For the scanner and your software to work properly, your system must include the following minimum configuration:

❑ An Apple Macintosh or Power Macintosh computer with a 68030, 68040, or PowerPC processor

❑ Apple system software 7.5 or higher

❑ 8MB or more of system RAM; 4MB of application RAM

❑ At least 25MB of free hard disk space; a removable drive is recommended for document archiving

❑ A color monitor.

Setting Up the Scanner

Follow the steps below to set up the scanner and connect it to the SCSI port on your Macintosh or to another SCSI device.

The SCSI cable included with the scanner has a 25-pin connector on one end and a dual 25-/50-pin connector on the other.

50-pin connector for an additional device

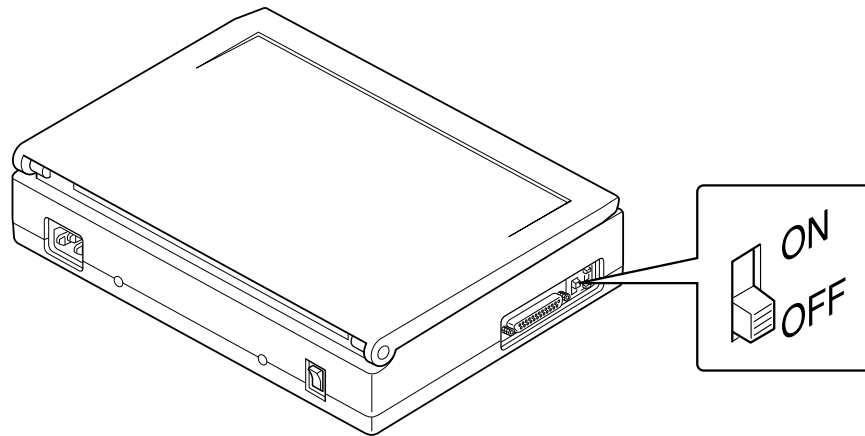25-pin connector to the scanner
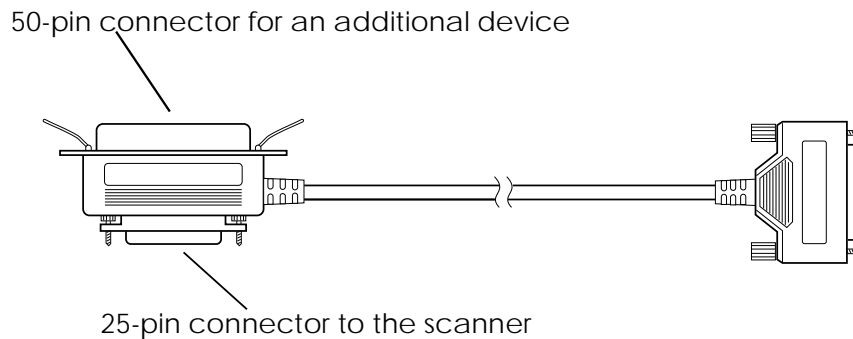
1. Take the scanner out of its box and place it on a flat, stable surface with the rear panel facing you.

2. Remove the tape securing the scanner cover and pull out any packing material from underneath the cover.

3. Turn off your Macintosh, scanner, and any other peripheral devices. The scanner is turned off when the ○ side of the power switch on the rear panel is pressed down.

C   *Caution:*
    Be sure that your Macintosh, scanner, and any other peripheral devices are turned off before you plug in any cables.

4. The scanner's default SCSI ID setting is 2. If you need to change the scanner to another SCSI ID, press the plus or minus button next to the SCSI port until you see the desired number in the display. (Be sure you do not select a number assigned to another device.)

plus button

minus button
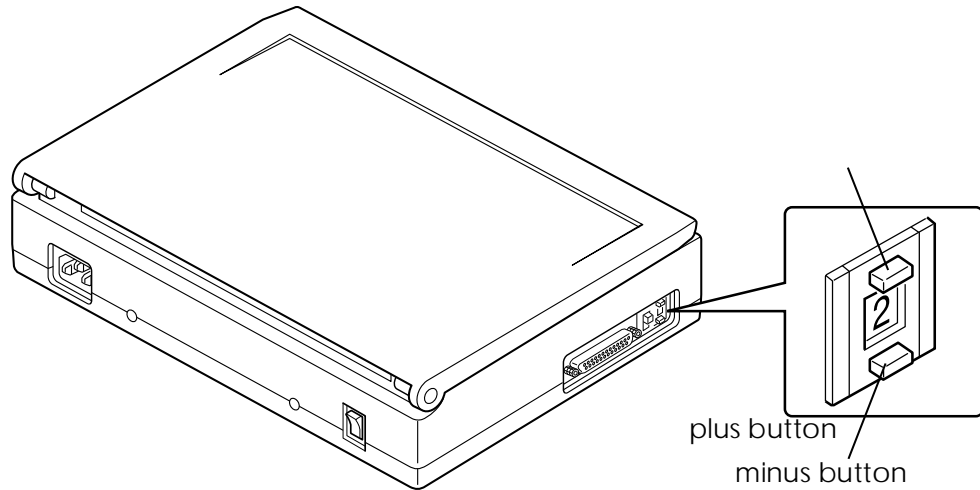
5. The scanner's SCSI terminator is set to ON at the factory. If the scanner is the only or last device in the SCSI daisy-chain, leave the terminator at this setting. If the scanner is at the beginning or in the middle of a daisy-chain, turn the terminator switch OFF.

ON
OFF

6. Connect the 25-pin connector to the SCSI connector on the scanner and tighten the screws on each side.
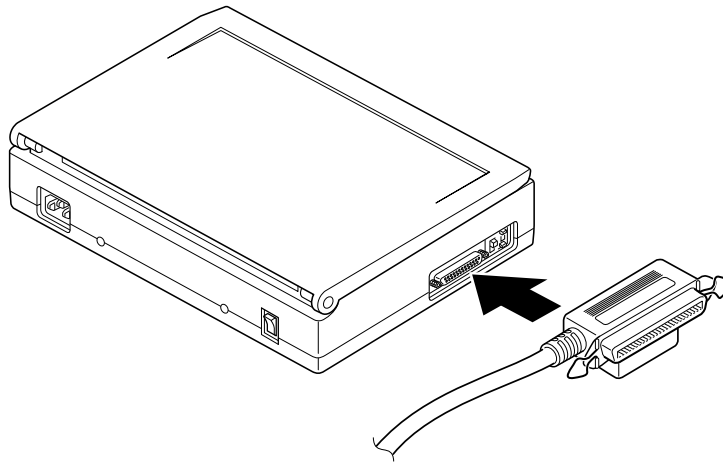
7. If you are connecting the scanner directly to your Macintosh, connect the 25-pin connector on the dual-connector end of the cable to the SCSI port on the Macintosh; this port has a ⬦ icon above it. Tighten the two screws on the sides of the connector.

   If you are connecting the scanner to another SCSI device in a daisy-chain, connect the 50-pin connector on the cable to the SCSI device.

8. Connect the scanner's power cable to the power inlet on the rear of the scanner and plug the other end into a grounded electrical outlet.
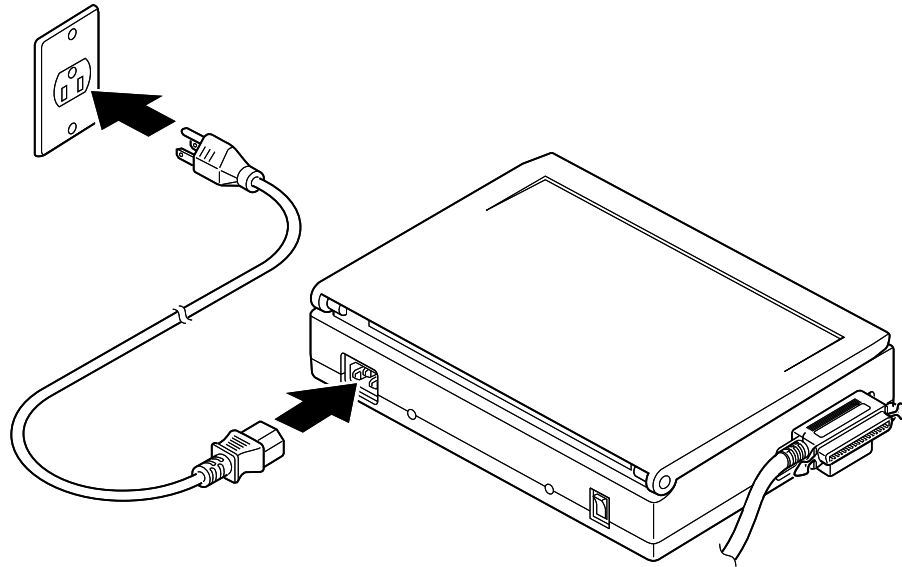
9. Raise the scanner cover.
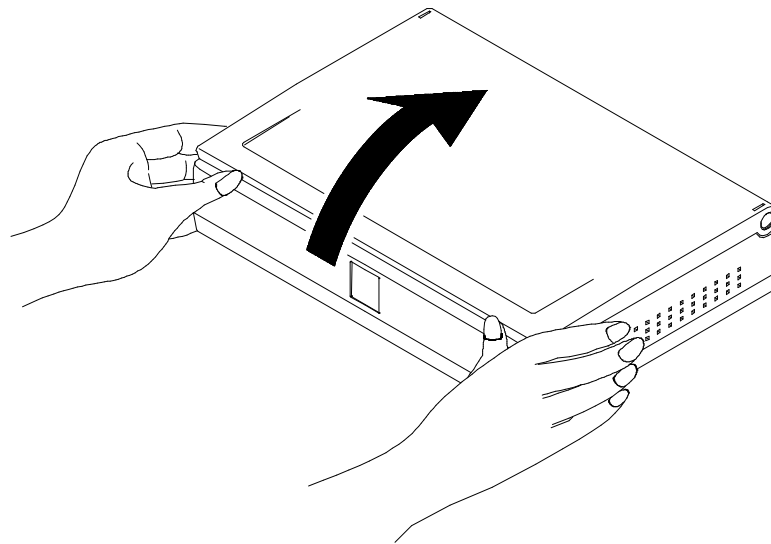
10. Turn on the scanner by pressing the | side of the power switch, which is on the back of the scanner. The green Power light on the top right side of the scanner comes on. The Ready light flashes while the scanner warms up.

11. Turn on any other external devices you will use before you turn on the Macintosh. (Always turn on the scanner before turning on the computer.)

The scanner's Ready light goes out when you turn on the computer, flashes for a moment, and then comes on again once the computer boots.

Installing the e•Paper Software Suite

Before you install the e•Paper software suite, it's a good idea to make backup copies of your disks.

Make sure your Macintosh is turned off and then follow these steps to install the suite:

1. Turn on your scanner.

2. Hold down the Shift key on your keyboard as you turn on your Macintosh to turn off its system extensions and virus protection programs. Release the Shift key when you see the "Welcome to Macintosh Extensions off" screen.

3. Insert the Installation Disk 1 into your diskette drive. (If the e•Paper Install 1 screen does not appear, double-click the e•Paper Install 1 disk icon.)

4. Double-click the e•Paper Installer icon. When you see the initial installation program screen, click Continue.

5. Click Continue to accept the license agreement.

6. Click Yes to restart your Macintosh after installation.

7. Click Hard disk.

8. Click Install into Hard disk. Follow the prompts on the screen to complete the installation and restart your Macintosh. (Once installed, e•Paper will reside in a folder on the desktop.)

After installation, a small floating window will appear on your screen. This window resides in the background awaiting document tasks. The 'e' icon on the window shows you the current status of your scanner at a glance. See your software guide for more information.

Scanning Documents

Now you're ready to start scanning using your scanner's built-in document feeder. For instructions on using the attachable business card guide, see your *ES-300GS User's Guide.*

When scanning documents, respect the rights of the copyright holders. Do not scan published materials without checking the copyright status.

1. First, select a document to scan. (You can scan up to 10 standard bond pages at a time.) Make sure all the pages are the same size and paper weight. Also remove any paper clips, staples, tape, glue, or other foreign objects from the document.

    C *Caution:*
    Scanning documents that contain foreign objects, such as paper clips or staples, can damage the scanner mechanism and the glass scanning window.

2. Raise the scanner cover.

3. Flip down the two paper guides to the operating position, as shown below.
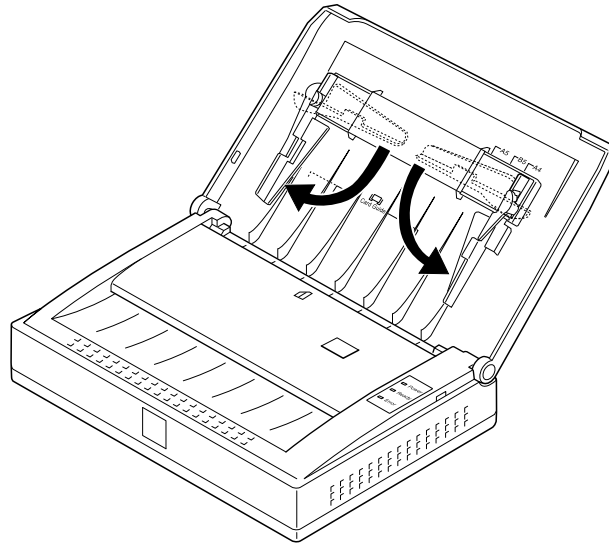
4. Fan the edges of your document if you are scanning multiple pages; then level the stack by tapping it on a flat surface.

5. Hold the document with the side to be scanned facing down and guide it into the scanner's document feeder, as shown.
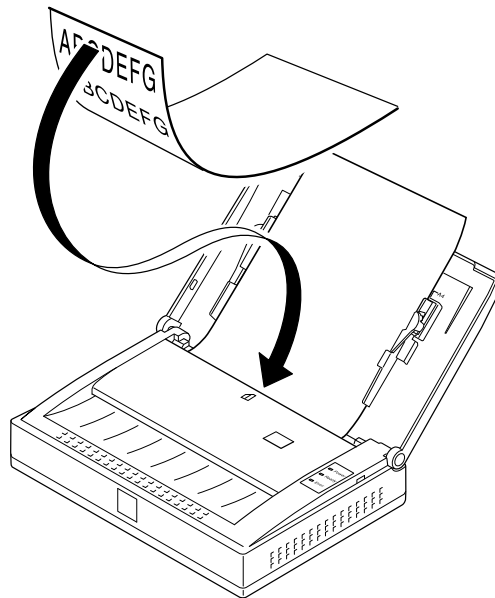
6. Adjust the paper guides to fit the width of the paper. The scanner automatically feeds the first page of your document to the scanning position.

    Note:
    If e•Paper is not currently running, first make sure that the scanner's Ready *light is on. Then open the e•Paper folder and double-click the* e•Paper *program icon. The following floating window appears.*

e•Find:
Click here to search for an archived e•Paper document.

Control/Status Icon:
Shows the condition of your scanner.

7. After you load a document in the scanner, e•Paper scans it automatically. While the document is being processed the Control/Status icon changes to the following:
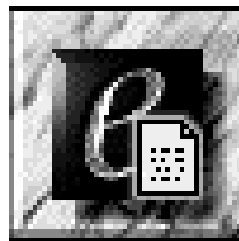
8. The scanner displays the scanned image in the e•Scan window. As the scan progresses, you may enter text in the File Name or Keyword fields.

    From this window, you can also straighten, rotate, or crop unneeded portions of the document before processing it further.

Note:
After cropping an image, the new settings are used to scan the remaining pages of your document. You may need to reset the cropping area before scanning additional pages of your document. See your e•Paper user's guide for more information.

9. To stop a scan in progress, hold down the command key and type a period (.). You can also cancel the scan in progress by clicking the cancel button.

10. After scanning a document, you can save it by selecting Save from the File menu. Another option is to print or fax the document by clicking on the printer or fax icon that appears in the Action Palette in the lower portion of the screen.

    Note:
    To fax your document, you must have a communications program and access to a fax/modem.

Your e•Paper software suite offers you a comprehensive array of document processing and archiving functions. See your e•Paper user's guide for information on saving, printing, faxing, or processing your document. The e•Paper system also provides a powerful OCR program that converts your documents into text files that you can edit.

Where to Get Help

EPSON provides customer support and service through a network of Authorized EPSON Customer Care Centers and provides the following services when you dial **(800) 922**-**8911**:

❑ EPSON Fax-On-Demand technical information library

❑ Product literature on current and new products

❑ Assistance in locating your nearest Authorized EPSON Reseller or Customer Care Center

❑ Technical information on the installation, configuration, and operation of EPSON products

❑ Customer relations.

You can purchase ink cartridges, paper, parts, printed manuals, and accessories for your EPSON products from EPSON Accessories at **(800) 873**-**7766** (U.S. sales only). In Canada, call **(800) GO**-**EPSON** for sales locations

If you purchased your scanner outside the United States or Canada, contact your EPSON dealer or the marketing location nearest you for customer support and service.

If you need help with any software program you are using, see that program's documentation for technical support information.

Electronic Support Services

If you have a modem, the fastest way to access helpful tips, specifications, drivers, application notes, DIP switch or jumper settings, and bulletins for EPSON products is through the online services below.

World Wide Web

If you are connected to the Internet and have a Web browser, you can access EPSON's World Wide Web site at **http://www.epson.com**. EPSON's home page links users to What's New, EPSON Products, EPSON Connection,^{SM} Corporate Info, and EPSON Contacts. Link to the EPSON Connection for the latest drivers and FAQs (Frequently Asked Questions) and the EPSON Chat area. To get in touch with EPSON around the world, EPSON Contacts includes contact information for local EPSON subsidiaries.

EPSON Internet FTP Site

If you have access to the Internet and an FTP client, you can download drivers, FAQs, and sample files from EPSON's FTP site. Use your FTP client or Web browser to log onto **ftp.epson.com** with the user name **anonymous** and your e-mail address as the password (guest access is limited).

EPSON Fax-On-Demand Service

You can access the EPSON Fax-On-Demand technical information library by calling **(800) 922-2891** or **(800) 442-2110**. To receive information, you must provide a return fax number.

EPSON Download Service

You can call the EPSON Download Service at **(800) 422-2007**. Make sure you communications software is set to 8 data bits with 1 stop bit, no parity, and a modem speed up to 28.8 Kpbs. See your communication software documentation for more information.

EPSON Forum on CompuServe[®]

CompuServe members can access the Epson America Forum on CompuServe. If you are already a member, simply type **GO EPSON** at the menu prompt to reach the forum.If you are not currently a member, you are elibible for a free introductiory membership as an owner of an EPSON product.

This membership entitles you to:

❑   An introductory credit on CompuServe

❑   Your own user ID and password

❑   A complimentary subscription to *CompuServe Magazine*, CompuServe's monthly publication.

To take advantage of this offer, call **(800) 848-8199** in the United States and Canada and ask for representative #529. In other countries, call the following U.S. telephone number: **(614) 529-1611**, or your local CompuServe access number.